
 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>		<u>POLICY NUMBER:</u> 	<u>PAGES:</u> <p style="text-align: center;">3</p>
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903		
<u>SUBJECT:</u> Non-Correctional Officer Dress Code			
<u>DATE:</u> January 1, 2016			

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to ensure that employees dress in a clean and neat manner as the Division's image is reflected by the appearance or impression employees make through their daily contacts. Additionally, the employees serve as role models for the residents in the custody of the Division. This policy is based on legitimate business necessity and the agency's obligation to maintain a safe and professional working environment conducive to the responsibilities of the agency. This document is not all-inclusive and management has the authority and discretion to address any unacceptable behavior not specifically mentioned herein.

CANCELLATION

This policy has been revised and supersedes Policy 135.00 dated January 24, 2014.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' non-correctional officer employees, contract workers, and volunteers.

PROCEDURES

1. The following attire is not permitted:
 - a. Provocative or revealing outfits (i.e. tube tops, tank tops, halter tops, low cut or see through material, tight-fitting clothes).
 - b. Clothing and accessories that depict(s) or allude(s) to an obscenity, violence, or sex; advertises alcohol, tobacco, or illegal substances; or conveys political or religious opinions and other unsuitable slogans.

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- c. Shorts, short or mini skirts (skirts must be at or below the knee).
 - d. Flip flops or similar style footwear (this does not include dressy or business casual open toe shoes and sandals).
 - e. Denim jeans (any color), pajama pants, exercise clothing, sweat pants/suits or windbreakers.
2. Headgear, such as baseball caps or toboggans, shall not be worn inside any building.
 3. Jewelry, if worn, must not be excessive, distracting, dangling in appearance or create a security or safety hazard.
 4. Fingernails will not be longer than 1/8 inch in length from the tip of the finger and must be kept clean and neat in appearance.
 5. Tattoos that depict(s) or allude(s) to an obscenity, violence, or sex; advertises alcohol, tobacco, or illegal substances is to be kept covered while on duty.
 6. Because of working in close proximity to staff and/or individuals with allergies or medical conditions, employees shall be considerate when applying perfumes, colognes, and after-shave lotions, and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners, etc.) within the workplace.
 7. Unit managers, principals and other supervisory staff shall ensure that this policy is followed by all employees under their charge and will consult with the Facility Superintendent/Director concerning any questionable attire.
 8. The final decision regarding the appropriateness of any attire shall be made by the Facility Superintendent/Director.
 9. Upon request the Facility Superintendent/Director shall have the right to make exceptions to this dress code for legitimate job-related activities (i.e. outdoor activities and special projects).
 10. Dress standards that are a result of a medical condition or sincerely held religious conviction should be discussed with a supervisor. Reasonable accommodations shall be considered on an individual basis.
 11. Additionally, wearing of uniforms for support staff such as custodians, laundry, maintenance and/or cooks will be distinguishable in color from the correctional officer staff and follow the above guidelines.

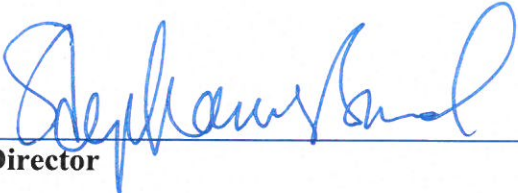
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12. Each facility will adopt this policy in its entirety and no Operational Procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


 Director

1/1/16
 Date